

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Glenn Smith / Karen Minor</i>
2. Database Title: <i>Preservation Grants Database</i>	5. Phone Number: <i>804-692-3605</i>
3. Database Acronym: <i>None</i>	6. Signature & Date: <i>for - C. Preston H//</i>
7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>	
<p><i>See Attached</i></p>	
<p><i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

From: Glenn Smith (GSMITH)
To: chuff
Date: Monday, July 21, 1997 1:27 pm
Subject: Grants Database

DATABASE INFORMATION REQUESTED:

1. Public Body Name & Numeric Code: (Library of Virginia - #202)
2. Database Title: Preservation Grants Database
3. Database Acronym: None
4. Point of Contact: Karen Minor
5. Phone Number: 804.692.3605
6. Date Submitted: 7/18/97
7. Database Description & Contents: Locality, Agreement Nos., Projects Types, and Amounts
Awarded and Disbursed to the Circuit Court Clerks offices which have made successful application
to the Virginia Circuit Courts Records Preservation Grants Program.
8. Date of Last Update: April 1997
9. Frequency of Update: Monthly
10. Formats available and Schedule of Fees: Microsoft Excel and no fees

CC: msine